

**United States Bankruptcy Court
Western District of Washington**

**INTAKE SUPERVISOR
Tacoma, Washington**

**Position Announcement #06-01
Open: August 21, 2006
Closing: September 8, 2006**

Court Personnel System Classification Level: CL-25/26/27*

Salary Range \$35,991 - \$70,816 (DOE)

***Promotional potential to CL-27 without further competition.**

The Clerk's Office for the United States Bankruptcy Court, Western District of Washington in Tacoma is currently accepting applications for the position of Intake Supervisor.

REPRESENTATIVE DUTIES

The Intake Supervisor coordinates the work of the department that receives new case filings through the Electronic Case Filing System (ECF) and on paper, receipts filing fees, performs duties to support the judges and staff, and provides court information to the public and attorneys. The incumbent must analyze and interpret bankruptcy rules, judicial orders, directives of the Clerk and Administrative Office, and have a thorough understanding of the federal judiciary's automated systems as they relate to the work of the intake unit. The Intake Supervisor works directly with the Deputy-in-Charge and the Chief Deputy to establish overall performance standards, expectations and objectives.

Responsibilities include:

- ensuring work is accomplished within established priorities and timetables;
- coordinating work assignments with intake clerks, taking into consideration the difficulty of the work, the assigned case load, and the intake clerk's prior training and experience;
- giving advice or assisting with work in progress. Reviewing completed work and recommending revisions as needed;
- assisting with the selection of candidates for vacant positions; training or identifying training needs; developing performance standards, promoting, or otherwise rewarding intake clerks;
- hearing and resolving complaints; assisting with personal problems when possible, and effecting disciplinary actions when required;

- developing or accepting recommendations from staff to increase productivity, efficiency or quality; and
- informing intake clerks of the policies and procedures of the organization as a whole.

REQUIREMENTS

Candidates must have at least one year of progressively responsible administrative, technical, supervisory or managerial experience equivalent to the next level below the level of the position for which the individual is being considered. That experience will have provided an opportunity to gain (a) skill in dealing with others in person-to-person work relationships, (b) the ability to exercise mature judgment, and (c) a knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the judiciary unit involved. At least one year of experience must have been at or equivalent to the next level below the level of the position for which the individual is being considered.

The successful candidate will possess:

- high school diploma or equivalent;
- excellent verbal/written communication skills;
- solid organizational skills;
- ability to exercise mature judgment;
- excellent interpersonal skills;
- ability to identify problems and make adjustments;
- ability to work effectively in a fast paced environment;
- supervisory experience in any United States Courts (preferred);
- experience with electronic case filing (preferred);

HOW TO APPLY:

Qualified applicants should submit a cover letter, resume, salary history and references to:

U.S. Bankruptcy Court
Attn: Human Resources, Position #06-01
700 Stewart Street, Suite 6301
Seattle, WA 98101

Only qualified applicants will be considered for this position. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. The Federal Financial Management Reform Act requires direct deposit of federal wages.

Background Checks and Investigations: As a condition of employment, background checks and investigations are mandatory for all new employees who are appointed to positions in the Federal Court. The successful candidate for this position is subject to a full National Crime Information Center (NCIC) background records check, fingerprinting and other possible investigations, together with professional reference checks. An individual appointed to a position in the Court will be hired provisionally pending the result of the necessary background check, investigation and professional reference checks. The removal of “provisional status” does not affect any aspect of the employment relationship including the “At Will” employment status of a Court employee.

Benefits:

Employees of the United States Bankruptcy Court are not covered by the Office of Personnel Management’s civil service classification system or regulations, and are considered "at will" employees. Judiciary employees are, however, entitled to the same benefits as other federal employees. These include:

- 13 days’ paid vacation for the first three years of full-time employment. Thereafter, 20 to 26 days per year dependent upon length of federal service
- 13 days of paid sick leave per year (unlimited accumulation)
- 10 paid holidays per year
- Subsidized medical coverage with employee premiums paid from pre-tax salary (all pre-existing conditions for self and family covered)
- Flexible Benefits Program (pre-tax flexible spending for health care, dependent care, mass transit and parking reimbursement costs)
- Subsidized Life Insurance Options (guaranteed acceptance)
- Eligibility for Long Term Disability Plan Group Rate
- Participation in the Thrift Savings Plan (similar to a 401K plan, with employer matching up to 5% of your contribution)
- Participation in the Federal Employees Retirement System
- Creditable service time in other federal agencies, or the military, will be added to judiciary employment when computing employee benefits.

Equal Opportunity Employer